



**COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION**

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17555 Peak Avenue Morgan Hill CA 95037 (408) 779-7247 Fax (408) 779-7236  
Website Address: [www.morgan-hill.ca.gov](http://www.morgan-hill.ca.gov)

**Filing Requirements  
for  
PRELIMINARY PLAN REVIEW**

**A. PURPOSE**

The Preliminary Plan Review process is intended to allow for the schematic review of plans for Architectural and Site Review by the Community Development Department, Development Review Committee and Architectural Review Board. This process may be required prior to submitting formal plans to the Architectural Review Board. Once the review is complete, written comments will be sent to the applicant.

**B. FILING REQUIREMENTS**

1. Initial Submittal
  - a. Uniform Application
  - b. **Seven (7)** full size sets of submittal plans (see section C)
  - c. **Thirteen (13)** sets of submittal plans reduced to 11” x 17” in size
  - d. Filing Fee (see Fee Schedule attached to Uniform Application)
  - e. Letter stating specific concerns and questions for the project and plans

**C. SUBMITTAL PLANS (refer to Plan Specification Handout for details and requirements)**

1. Site Plan
2. Landscape Plan
3. Grading Plan
4. Building Elevations